

Tolowa Dee-ni' Nation

Position Description

Title: Staff Accountant I
Class: Skilled/Clerical
Status: Full Time
Supervisor: Fiscal Manager
Effective Date: November 2008

Department: (05) Fiscal
FLSA: Non-Exempt
Pay Grade: IV (\$11.99 – \$16.91)
Subordinates: None

Position Summary:

This position supports the fiscal department in the specialized area of Accounts Payable and other clerical duties.

Essential Duties and Responsibilities:

- Process invoices, purchase orders, employee reimbursements and other check requests for payment.
- Assemble and prepare checks for distribution.
- Maintain vendor files, scan and file all backup documentation for each payment.
- Respond to all vendor inquiries.
- Ability to work as part of the fiscal department accounting team, work cooperatively with members of the fiscal department as well as develop a good working relationship with other departments and tribal citizens.
- Above average ability to work with numbers, work accurately and with detail, and to be precise while working within set standards.
- Ability to perform the same tasks repeatedly, continuously, and sometimes under the stress of deadlines.
- Skill in utilizing various standard office machines, 10-key calculators, copiers, printers, telephones, computers, etc.
- Knowledge of and ability to operate computer accounting systems (MIP), and all aspects on Microsoft Office Suite.
- Compile and analyze financial information to prepare entries, reconcile accounts such as general ledger accounts and document the correctness of business transactions.
- Verify the accuracy of the ledger accounts.
- Assure compliance and reporting of fiscal management of grant programs.
- Temporary or permanent duties and responsibilities may be added to, or modified as deemed necessary.

Minimum Qualifications:

- High school diploma or equivalent (GED).
- Minimum 2 years' experience in the areas of accounts receivable, general ledger entries, account reconciliation, and financial statement preparation.
- Computer literacy in Microsoft Office Suite, skills in 10-key calculator, and standard office equipment required.
- Ability to learn and effectively use accounting systems (MIP).

- Must submit to and pass a pre-employment drug and alcohol screen.
- Qualified American Indian Preference applies.

Preferred Knowledge:

Comprehensive knowledge of the history, culture and organization history of the Tolowa Dee-ni' Nation and the Tolowa people is preferred.

Language Skills:

Ability to read, analyze, and interpret technical manuals, and government regulations. Ability to write reports, business correspondence, and procedure manuals, ability to effectively present information and respond to questions from groups of managers.

Mathematical Skills:

Ability to work with mathematical concepts, ability to apply concepts such as fractions, percentages, ratios, and pro-rations.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variable in standardized situations.

Certificates, Licenses, Registrations:

Must possess and maintain a valid, State-issued driver's license, submit a Department of Motor Vehicles (DMV) driving history, and be eligible for Tribal vehicle insurance.

Physical Demands:

While performing the duties of this job the employee is regularly required to sit, use hands and fingers, handle and feel. The employee is frequently required to stand, walk, and ascend and descend steps. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/move 25 pounds.

Vision Requirements:

- Close vision (clear vision at 20 inches or less).
- Distance vision (clear vision at 20 feet or more).
- Color vision (ability to identify and distinguish color).

Work Environment:

The noise level in the work environment is usually moderate, (examples: business office with computers and printer light traffic).

Additional Work Conditions:

All Tolowa Dee-ni' Nation employees must submit to a background check and abide by all Tribal, federal, and state laws. All employees must comply with Tolowa Dee-ni' Nation drug free workplace policy and will be subject to pre-employment, for-cause, and post-accident drug and alcohol testing.

Employee's Signature: _____ **Date:** _____

Supervisor's Signature: _____ **Date:** _____